



DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS	RELEASE DATE:	Tuesday, August 11, 2009
POSITION TITLE:	Chief Counsel	FINAL FILING DATE:	Tuesday, August 25, 2009
CEA LEVEL:	CEA 3	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 8,594.00 - \$ 9,476.00 / Month	BULLETIN ID:	08042009_2

POSITION DESCRIPTION

The Chief Counsel oversees and directs the work of the Office of Legal Services and is a participative member of the executive staff in all aspects of policy formulation. As such, the Chief Counsel has the responsibility for planning, organizing, directing, coordinating and reviewing the work of staff in the Office of Legal Services.

The Chief Counsel provides direct advice and consultation to the Director and Chief Deputy Director on the most complex and sensitive legal issues addressed by the Department. In addition, the Chief Counsel provides legal advice and guidance to the various programs administered by the Department. Specifically, the office reviews regulations, assists in drafting legislation, serves as a liaison with the Attorney General's Office on all litigations, analyzes legal principals and precedents and applies them to complex legal and administrative problems, and represents the Department in administrative proceedings involving personnel and licensing actions.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity

exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

Knowledge of State of California Civil Service Laws and Rules governing personnel management; and ability to supervise staff and advise personnel.

Knowledge of the organization and functions of California State Government and the Legislature.

Knowledge of statutes and regulations that govern the Department of Alcohol and Drug Program's licensing and program policy requirements.

Knowledge of the Federal Medicaid Program and State Medi-Cal Program.

Knowledge of the State's progressive discipline process and the preparation of adverse actions.

Demonstrated ability in applying the principles for achieving excellence in the public sector.

Demonstrated ability to represent a Department in administrative proceedings related to complex legal and administrative issues.

Demonstrated ability, both verbally and in writing, to present complex legal and administrative recommendations to executive staff.

Demonstrated ability to work cooperatively with members of a Department's executive team.

Demonstrated ability to work with the Department of Justice, Federal entities, other State and local agencies on complex legal matters.

Demonstrated experience drafting regulations and the coordination of the regulatory process.

Demonstrated ability to prepare complex legal opinions, legal briefs, motions, pleadings, administrative actions, regulations and legislation.

Ability to successfully negotiate settlement agreements and advise on contract solicitation and agreements.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Chief Counsel**, with the **DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and

qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length with a font no smaller than 10 pitch.

- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS, Human Resources Branch
1700 K Street, Sacramento, CA 95811
Judith Montgomery | 916-327-6916 | jmontgomery@adp.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The DEPARTMENT OF ALCOHOL AND DRUG PROGRAMS reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>